

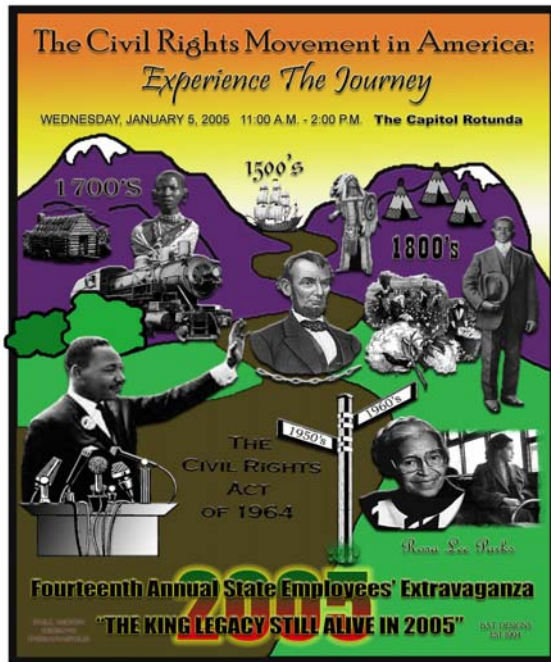
The

## INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



## Indiana State Employees' 2005 Fourteenth Annual Dr. Martin Luther King, Jr. Holiday Celebration Comes Alive Through an Interactive Production



The Fourteenth Annual Dr. Martin Luther King, Jr. Indiana Holiday Commission's State Employees' Celebration will be held on Wednesday, January 5, 2005, in the Capitol Rotunda, North and South Atriums. This year, there will be educational interactive exhibits and stage presentations of renowned recording and local artists providing entertainment and drama from 11:00 a.m. - 2:00 p.m. in thirty (30) minute segments.

A video will be presented that chronicles the life of Dr. King and includes employees of the State of Indiana sharing their reflections on Dr. King's legacy. The video is titled *The Right To Dream: America's Struggles for Justice*.

*The Civil Rights Movement in America: Experience the Journey* will examine the history of civil rights in America and ways to further Dr. King's legacy today through an interactive production that will feature civil rights leaders, elected officials, clergy, school students and others who will portray civil rights leaders, advocates and events occurring from the 15th Century through the 21st Century.

The South Atrium will have the Dr. Martin Luther King, Jr. Day of Service booths for those who will **Remember! Celebrate! Act! A Day On...Not a Day Off!** on his birthday by doing volunteer projects service in their community.

## Over 20,000 Non-perishable Items Collected for Hoosiers Helping Hoosiers

On Tuesday, Dec. 14, First Lady Maggie Kernan joined forces with state employees for the second year in a row to help load 4 Indiana Department of Transportation (INDOT) trucks with food and household items for the Hoosier Veterans Assistance Foundation and The Damien Center.

"Hoosiers Helping Hoosiers is an excellent opportunity for state employees to give back to communities across Indiana," said First Lady Maggie Kernan. "In true Hoosier fashion, state employees open their hearts each year to help others, resulting in a happier holiday season for countless families and individuals."

From Nov. 22 through Dec. 10, state employees collected non-perishable food and household items. In Marion County, donations from employees in the Indiana Government Center were delivered to the Hoosier Veterans Assistance Foundation and the Damien Center. Employees at other state offices and facilities throughout Indiana have selected shelters, food banks or other organizations in their communities to receive the items collected locally.

Statewide, over 20,000 items were collected, benefiting well over 40 shelters throughout the State of Indiana. Last year, state employees donated more than 15,000 items.



State employees loaded 4 INDOT trucks full of non-perishable items on Tuesday, December 14, 2004 at the Indiana Government Center Complex. Two trucks delivered items to the Hoosier Veteran's Assistance Foundation in Indianapolis, and two trucks delivered items to the Damien Center in Indianapolis. Special thanks to INDOT for providing trucks for this year's Hoosiers Helping Hoosiers.

## The Countdown to a Healthy Baby

Your holiday surprise will be here in nine months, and you would do anything to deliver a healthy baby, right? But if you're a smoker then you are not the only person exposed to health risks – your baby is too!

Smoking can have serious consequences for your baby if you keep it up during your pregnancy. Here is the list of complications your baby may face if you smoke while you are pregnant:

- Increased risk of low birth weight
- Increased risk of growth retardation
- Increased risk of miscarriage
- Increased risk of sudden infant death syndrome (SIDS)

Fewer expectant mothers in Indiana and across the country are smoking during pregnancy, but nearly one in every five pregnant women in Indiana still reported smoking during pregnancy in 2002. Statistically, the rate of women smoking during pregnancy has dropped in Indiana from 20.9 percent in 1999 to 19.1 percent in 2002.

While keeping these numbers in mind, it is important to remember that secondhand smoke also increases the chance of your baby being born with complications. It is known that tobacco smoke exposure of any kind has an adverse affect on a baby's health, so the time when you're expecting is the perfect opportunity for everyone in your house to quit smoking for good.

Prenatal exposure to secondhand smoke has been shown to slow a child's mental development. Studies have also shown that exposure to secondhand smoke while pregnant may result in the reduced growth of your baby and a higher chance of the baby being born with a low birth weight.

Why not make your holiday surprise a good one by not smoking and by staying away from smoke-filled rooms? If you do these things:

- You're more likely to have a healthier pregnancy and a healthier baby
- Your baby is less likely to be born too early
- Your baby is less likely to be born underweight
- You will reduce the risk of SIDS

A partnership between the Indiana State Personnel Department (ISPD) and the Indiana Tobacco Prevention and Cessation Agency (ITPC) provides additional programs and resources to help state employees quit smoking. As a result of this ongoing partnership, facts about tobacco use and its effects on Indiana state employees appear monthly in The Interchange.

For more information, or if you or a loved one needs help quitting smoking, call 866-515-5433 or visit [www.WhiteLies.tv](http://www.WhiteLies.tv).

## Break the Addiction

The Indiana Government Center and State Personnel Department, in collaboration with Indiana Tobacco Prevention and Cessation (ITPC) and the Marion County Health Department are offering Smoking Cessation classes to employees to help them QUIT smoking.

### 2005 Smoking Cessation Classes

Indiana State Department of Health - Lieber Conference Room,  
2<sup>nd</sup> Floor - 2 North Meridian Street, Indianapolis, Indiana

Call Barb Knott at 233-3282 to express your interest.

January 11- 2005

January 18 – 2005

January 25 – 2005

February 1 – 2005

12:00 noon – 1:30

Class size is limited so early registration is important.

## Preventing the Spread of Colds and Flu in the Workplace

Employees can help prevent the spread of colds and flu in the workplace. On this page, you will find more information on preventing the flu, as well as, tools for employees and other useful materials for the workplace.

Vaccination against the flu each fall remains the primary way to prevent this disease. In addition to vaccination, the following simple actions, can help decrease the spread of respiratory illnesses like the flu.

#### · **Avoid close contact.**

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

#### · **Stay home when you are sick.**

When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health care provider as needed.

#### · **Cover your mouth and nose.**

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

#### · **Clean your hands.**

Washing your hands often will help protect you from germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used.

#### · **Avoid touching your eyes, nose or mouth.**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

## Your Voice

I just wanted to agree to article in the December issue of Interchange. The article was written by John T.Cole from Family and Social Services administration. I totally agree that three days is not enough to grieve for our lost family members. His suggestion for a minimum of 5 days was a very good suggestion. It is hard enough to go through the death but being pushed back after three days is totally unfare. I hope that you do consider his suggestion. I just want give my opinion of his suggestion.

Jane B. Woodward  
Department of Workforce Development

In regards to Funeral Leave being granted, for the lost of loved ones, I feel that this policy should be revised to include all family members. In the current policy, a state employee is granted three days leave due o the death of a wife, husband, father, mother, son, daughter, brother, sister, grandparent,

grandchild, and to the spouses of these relatives, and persons living within the same household. What about the other family members, such as aunts, uncles, neices, nephews, cousins, many of these family members are dear to our hearts also. The funeral Leave Policy should include all family members. A person shouldn't have to use accrued leave to attend any family member's funeral.

Anonymous  
Agency unknown

I agree 100% being one who has lost my husband I agree with Mr. Cole, About a week your in such shock that you cannot think, in some cases a week is not enough. The loss of a parent or child or your spouse is a huge loss.

Jane  
Department of Administration

\*\*\*\*\*  
The editors of the Interchange would like to apologize to our readers for the "Your Voice" submission that was published in the December, 2004 issue of the Interchange. It was not our intention to insult or offend anyone. Future articles will only reflect employee opinion regarding work-related issues as originally outlined in the "Your Voice" section description of the Interchange.

## State Employees Exceed 2004-2005 SECC Goal of \$1.2 Million!

State employees have set a record in contributing for the State Employees' Community Campaign (SECC) this year by exceeding the \$1.2 million goal by 5 percent!

Thank you to all Agency SECC Coordinators as well as all state employees who participated in this year's campaign. You all deserve a pat on the back!!!

The 2004-2005 total of \$1,263,000, the most ever raised in the SECC's 27-year history, will benifit over 1,350 non-profit organizations throughout our communities as well as the country!

In order to see how much your agency or facility raised for this year's SECC, check out the results on the SECC web site ([www.insecc.org](http://www.insecc.org)).

### STATE EMPLOYEE NIGHT WITH THE ICE!

**SATURDAY, FEBRUARY 12<sup>th</sup>**

**INDIANA ICE  
VS.  
DES MOINES  
GAME TIME: 7:00  
CONSECO FIELDHOUSE**

***Discounted tickets just:  
\$12, \$8 or \$5***

- Join the Ice as we attempt to "Pack The House" and set the USHL record!
  - See NHL draft picks Brian Gifford and Sergei Kukushkin!
  - Discounted tickets for State of Indiana Employees and their family and friends!
  - Win prizes!
  - To order tickets: mail in the order form or call Rob at the Ice: (317) 925-4423
- \*Discount not available at the door\****



**The Future of Hockey!**

#### ORDER FORM:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Number of tickets at \$12 \_\_\_\_\_ Number of tickets at \$8 \_\_\_\_\_  
Number of tickets at \$5 \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_ Payment: Check MC VISA AMX  
Account #: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_

MAKE CHECKS PAYABLE TO: INDIANA ICE  
SEND TO: 1202 EAST 38<sup>TH</sup> STREET  
INDIANAPOLIS, INDIANA 46205  
FOR MORE INFORMATION CALL ROB: (317) 925-4423 x210



# TRAINING PROGRAMS

February 2005

Date	Time	Class	Cost
1	9:00 - 3:00	Conflict Resolution	Free
2	9:00 - 4:00	Information & Records Management	Free
3	9:00 - 1:00	Family Medical Leave**	Free
8	9:00 - 12:00	Decentralized Hiring**	Free
8	10:00 - 11:00	Ethics Orientation	Free
9	9:00 - 12:00	Short/Long Term Disability/Workers' Compensation	Free
10	9:00 - 4:30	Situational Leadership**	\$50
15	9:00 - 12:00	Sexual Harassment Prevention	Free
15	1:00 - 4:00	Selection & Interviewing	Free
16	1:00 - 3:30	Hoosier S.T.A.R.T. "Retirement Readiness"	Free
17	9:00 - 4:00	Personnel Rules	Free
17	10:00 - 11:30	Ethics for Supervisors/Managers	Free
22	8:30 - 12:30	Preventing Violence in the Workplace	Free
23	8:30 - 3:30	Interpersonal Dynamics	\$35
24	8:30 - 4:30	Pre-Retirement Planning Program	Free

NOTE: All classes will be held in the State Training Center except where noted.

\*\*These classes are only offered to SUPERVISOR/MANAGERS AND/ OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

NOTE: The State Personnel Department is now offering HRCI (Human Resource Certification Institute) Credit for completion of select classes, which can be applied toward recertification of the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certifications. For more information, visit the State Personnel Department's Training website:

<http://www.in.gov/jobs/training&development/0homepag.htm>



## Experience the Magic !!

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Organization: STATE OF INDIANA Account #: JK-15945-007

This price includes 4 days/3 nights hotel accommodations for 2 adults and 2 children up to 12 years of age. Room tax not included. Add \$25 per room, per night for holidays or less than 60 day notice. Executive Tour & Travel Services, Inc. is registered in the State of Florida as a travel agent. FLST#59332 and CAST#2065118-40. \*Tour required. Travel to Florida not included.

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**Rent Coupon**

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(317) 496-4426, Toll Free 1-877-658-3637

Email: [karys@shurgard.com](mailto:karys@shurgard.com)

## 2005 Governor's Public Service Internship Program

College students looking to experience state government from the inside are invited to apply for the 2005 Governor's Public Service Summer Internship Program. Interns work in the top levels of state government and interact with various elected officials, agency directors and public servants each week. Students' academic records and extracurricular activities will help determine who is chosen for the internship openings. Students chosen for the program will be notified no later than April 1, 2005. Internships will start May 9, 2005, and end no later than September 9, 2005. Applications may be obtained from the State Personnel Department: in person or by mail at 402 W. Washington St., W-161; by calling 317-233-3777; or on the Internet at [www.indianastatejobs.org/internships](http://www.indianastatejobs.org/internships)

## The Interchange

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